



# Rotary Club of Santa Fe

## Rotary Club of Santa Fe Foundation Pancakes Grant Application

Chartered

**GRANT OBJECTIVE: Grants will be awarded to organizations located in the Santa Fe area with projects or programs that benefit Santa Fe youth and their families.**

### Submitting Application for Pancakes Grant

(Application Deadline: 10/01/2019)

### Criteria

- A. Applicant must be a 501(c)(3) non-profit organization (with a minimum of 1 year of operation), or work with a fiscal sponsor that is a 501(c)(3), located in the **Santa Fe area**: encompassing north to Espanola, east to Pecos, and south to Madrid, La Bajada, Santo Domingo, and Cochiti.
- B. Applicant's program to be considered for this grant should be aimed at **youth**: target audience of age 25 and under (family of youth may be included as part of the unit, if applicable), with outcomes measured focusing on the impact on youth involved. This target audience should not be incidental.
- C. Pancakes Grant may be awarded to the same organization no more than **2 consecutive years**.
- D. The Rotary Club of Santa Fe Foundation has programs designated for the funding of arts projects, therefore the Pancakes Grant **does not include** the funding of **arts** projects.
- E. Applications must be for **projects or programs**; they may not be for general operating expenses.
- F. Proposals must be submitted as **one file in PDF format**, with all necessary attachments included, no later than the application deadline indicated above.
- G. Applications that are received after the **deadline** or that are incomplete without **required attachments** by the deadline will not be considered.
- H. The anticipated financial range for grants is from **\$5,000 to \$15,000**.
- I. Applicant must be in **good standing** with the New Mexico Secretary of State and New Mexico Attorney General at the time of application.
- J. Preference will be given where grant will have greatest **impact** in context of organizational resources.
- K. If applicant received a grant in 2017 or 2018, but did not **report on how funds were used**, the organization is not eligible to apply.



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## Application Materials

All applications must include the following:

- a. Your organization's current fiscal year budget and its most recent Income and Expense Report and Balance Sheet.
- b. Proof of good standing (i.e. screenshot) with the Office of the Attorney General.
- c. Proof of good standing (i.e. screenshot) with the New Mexico Secretary of State.
- d. Your most recent 990 tax form.
- e. Application must be signed by both your CEO/Executive Director and an officer of the board.
- f. Attach an income and expense budget for the entire project including funds from other sources and indicating how the funds will be spent.
- g. A clear outline of how the audience will know that this is a Rotary-sponsored project.
- h. Please identify each response to questions below by number on a separate page.
- i. Email your grant application with attachments to: [rotarysfgrants@gmail.com](mailto:rotarysfgrants@gmail.com)

No other form of submission will be accepted; hard copy will not be accepted.



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1. Full Name of Organization: \_\_\_\_\_

2. Federal TaxID No: \_\_\_\_\_

3. Did your organization receive Rotary funding in year ending 6/30/2017? \_\_\_\_ In year ending 6/30/2018? \_\_\_\_

4. Amount of funding for your request: \$ \_\_\_\_\_

5.

Executive Director or CEO: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Person in charge of program - if different from above: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

In as concise a manner as possible:

6. Describe the project or program for which you are seeking a grant, indicating start date of project and expected completion date.
7. Describe how the project will meet the Grant Objective stated above.
8. Identify the unmet need the program or project addresses.
9. Explain the expected outcomes and how the results will be measured.
10. Describe the population this program or project will reach; estimate how many people will be served.
11. Provide the basis for this estimate of the audience, and outline how results will be measured or otherwise evaluated.
12. If this is an ongoing program or project, describe how you will sustain it in the future once you receive this funding.
13. Discuss how the Board supports the organization through financial efforts, vocational service, and time invested. What percentage of the Board financially supports the organization?



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We will notify applicants of decisions by 30 Nov 2019.  
Grants moneys will be distributed by 15 December 2019.

Grantees will be invited to attend a Rotary Club meeting in early 2020 to be recognized and provide a brief statement about the organization.

I hereby affirm the information contained in the Grant Application is accurate to the best of my knowledge:

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Executive Director, CEO, or primary contact: printed name, title, signature

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Board officer: printed name, title, signature



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